



Date: 12/30/20

**GUIDELINES FOR PUBLIC PARTICIPATION IN  
CITY COUNCIL, PLANNING COMMISSION, AND COMMITTEE  
MEETINGS DURING THE COVID-19 EMERGENCY**

PURSUANT TO THE LOCAL EMERGENCY CONCERNING THE COVID-19 VIRUS DECLARED BY THE CITY COUNCIL OF THE CITY OF UPLAND ON MARCH 13, 2020, GUIDANCE ISSUED BY THE SAN BERNARDINO COUNTY DEPARTMENT OF HEALTH TO AVOID GATHERINGS OF MORE THAN 50 PERSONS, AND EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 18, 2020, THE FOLLOWING GUIDELINES WILL APPLY TO PUBLIC PARTICIPATION AT ALL CITY COUNCIL, PLANNING COMMISSION, AND COMMITTEE MEETINGS FOR THE DURATION OF THE EMERGENCY.

**These guidelines may be updated as needed up to and during a meeting to implement guidance and direction from the San Bernardino County Department of Health and other government authorities.**

**Public attendance at City Council, Planning Commission and Committee meetings will not be permitted.** To ensure public participation, public comments will be accepted by telephone as specified below. As always, the public may view the meeting live on the City's website at [www.uplandca.gov](http://www.uplandca.gov) or on Spectrum Cable TV channel 3, and Frontier Cable TV channel 26. As usual, comments regarding upcoming agenda items can also be emailed to the City Council at [citycouncil@ci.upland.ca.us](mailto:citycouncil@ci.upland.ca.us), but such emails are not included in the meeting record.

**Remote Public Comment:** Remote public participation is required at this time and will be received by telephone and only be allowed if arrangements are made in advance as follows: At least two(2) hours before the scheduled start of the meeting you must send an email to [uplandcityclerk@ci.upland.ca.us](mailto:uplandcityclerk@ci.upland.ca.us) with the following information: (1) your name; (2) the telephone number where you can be reached during the meeting; and (3) the agenda item(s) or subject matters you wish to comment on. Please refer to the agenda, which is posted at least 72 hours before any regular meeting and at least 24 hours before any special meeting. You may also provide this information by calling the City Clerk's office at 909-931-4120, subject to staff availability to take your call. **If you have not received confirmation that the City Clerk's office has received your request please call our office at 909-931-4120 at least one (1) hour before the scheduled start of the meeting.**

During the meeting, a City staff member will call you at the number provided as your turn to speak approaches. Staff will make only two attempts to reach a caller and cannot be responsible for a poor connection or weak cell signal. When your call is connected to the meeting, please remember to turn down the volume on any device you are using to view the meeting, and state your name for the record before proceeding with comments. Speaker time limits will be enforced.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, 931-4120. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II. **Any questions about these guidelines should be directed to the City Clerk's office at 909-931-4120 or [uplandcityclerk@ci.upland.ca.us](mailto:uplandcityclerk@ci.upland.ca.us).**